

MICHIGAN DEPARTMENT OF CORRECTIONS <b>POLICY DIRECTIVE</b>		EFFECTIVE DATE 03/10/2003	NUMBER 01.01.100
SUBJECT STATEMENT OF PURPOSE		SUPERSEDES 01.01.100 (11/28/94)	
		AUTHORITY MCL 791.203	
		ACA STANDARDS 3-3125; 3-4002; 3-4099; 2-CO-1A-04	
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## POLICY STATEMENT:

The Department's mission, values and guiding principles define the way staff will carry out their jobs and is the basis for establishing the Department's policy, planning and budgetary priorities.

## POLICY:

### GENERAL INFORMATION

- A. The criminal justice system consists of law enforcement, prosecution, defense, courts and corrections. The primary function of the criminal justice system is to enhance public safety and ensure just punishment for criminal behavior. As one of the components of that system, the Department's mission is to enhance public safety by recommending sanctions to the courts and to carry out the sentences given to convicted felons as directed by the courts in a humane, cost-efficient manner which is consistent with sound correctional principles and constitutional standards.
- B. The Department carries out its mission through the following:
  1. The administration of an integrated corrections system consisting of probation supervision, prison and parole supervision.
  2. Working with local jurisdictions on the development of a wide range of correctional sanctions that are available to the courts, such as victim restitution, community service and public works projects, community corrections components, probation, prison and parole so that offenders will be supervised in the most appropriate setting consistent with public safety.
  3. Providing meaningful opportunities for offenders to help themselves improve their behavior and become law abiding and productive citizens through education, work, recreation and religious programs.

### VISION STATEMENT

- C. The Department shall be the benchmark for all correctional agencies in how to treat employees with dignity and respect and providing excellent probation, prison and parole services.

### DEPARTMENT VALUES

- D. The Department's Mission Statement can be articulated into a set of values which serve as a common operating basis for managers, staff and offenders. These values provide a common understanding of Department beliefs, responsibilities and expectations and, to the extent they are followed, enable the Department to achieve its overall mission. The Department's values are as follows:
  1. Ethical Behavior: Honesty, Integrity and Fairness. The Department expects and values trust, openness, honesty and integrity in the words and actions of its employees. All employees are expected to interact with each other openly and honestly as well as display ethical behavior while performing their job responsibilities. Administrators, managers and supervisors shall develop and foster a work environment in which staff feel valued, have an opportunity for career

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development and feel that each person is an integral component in accomplishing the mission of the Department.

2. Fiscal Responsibility. Budget awareness is to be exercised on a continual basis. All staff are expected to be financially conscientious and adhere to mandated budgets and spending plans.
3. Public Protection. The goal of the Department is protection of the public. This responsibility includes the preparation of the prison population for return to the community as law-abiding citizens and providing a safe and humane environment for staff, the public and prisoners.
4. Embrace Staff Diversity and Staff Contribution, Development and Safety. The Department is an equal employment opportunity employer and encourages a diverse work force, recognizing that each staff person has unlimited potential to be a productive member of the Department's team. Therefore, every staff person must be treated with the respect that will permit that individual to achieve his/her full potential as a contributing member of the Department. The Department also strives to provide a safe and secure work environment to enable employees to function at their highest performance levels. Professional growth opportunities, as well as teamwork, is to be promoted through the sharing of ideas and resources. Staff shall be recognized for their dedication and commitment to excellence.
5. Expect Excellence. The Department values and expects excellence from all staff. Just "doing the job" is not enough; rather, it is expected that staff will consistently seek to find better and more effective ways of meeting the Department's goals.
6. Personal Responsibility and Accountability. The Department is responsible for the lives of staff, offenders and members of the public on a daily basis. All staff have an important role to play in this regard and, in doing so, are accountable to each other, to offenders under their supervision and to the public.
7. Respect and Dignity of Others. Staff shall be professional and show respect not only to each other but to offenders and members of the public, including offender's family members.
8. Promote Proactive Thinking and Innovative Suggestions. Staff shall take the responsibility to look for and advocate new ways to continuously improve the services offered by the Department. They are expected to perform to the best of their ability and shall be responsible for their behavior and for fulfilling the professional commitments they make. Administrators, managers and supervisors shall encourage proactive thinking and embrace innovative suggestions from their staff.

#### GUIDING PRINCIPLES

E. Employees will be guided by the following principles in carrying out their job responsibilities:

1. Service is our code. Each employee will provide the highest quality of service to the public, other criminal justice agencies, other employees of the Department and the offenders under the Department's supervision. When staff conduct their daily activities and interact with others, it shall be done in a professional way which reflects positively on the Department, the profession and other employees.
2. Success requires that staff work together. All staff are part of the same team and shall work cooperatively to achieve a common goal. It is the responsibility of administrators, managers and supervisors to create an environment where employees gain more knowledge and are able to participate in setting challenging goals to improve the services they provide, individually and collectively.
3. All employees shall value and be sensitive to race, gender and other differences and shall

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encourage and treat others with respect. There shall be no favoritism, illegal discrimination or any other irrelevant subjective criteria in making personnel decisions.

4. Honesty, integrity, trustworthiness and dependability are standards of our personal and professional conduct. No employee in this Department shall be driven by fear - either fear of failure or fear of recrimination for doing his/her job.

#### OPERATING PROCEDURES

- F. There are no operating procedures for this policy directive.

#### AUDIT ELEMENTS

- G. There are no audit elements for this policy directive.

WSO:OPH:02/20/03